



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Scott Doubet  
Subject: Technical Vacancy  
Date: May 9, 2006

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement **Wednesday, May 10, 2006**, in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, May 16, 2006**. Applicants will not be accepted after that time and date.

**NOTE: Applications will be accepted from qualified permanent DOT employees only.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Karon Hamrick or Karla Gathard at 217/782-5594.

TM VI                      South Area Maintenance Operations Manager  
Division of Highways  
Region 1/District 1  
Schaumburg

Attachments  
31989

Resumes **must be received** by the Bureau of Personnel Management, Room 110, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/782-0931) by 4:30 p.m. on **Tuesday, May 16, 2006**. Please include address, daytime phone and position for which applying if not already listed on applications or resume. Applicants will be notified in writing to schedule interviews. **NOTE: Applications will be accepted from qualified permanent DOT employees only.**



## Illinois Department of Transportation

### Position Summary Sheet

An Equal Opportunity Employer

**Classification:** Technical Manager VI  
**Position Title:** South Area Maintenance  
Operations Manager  
**Position Number:** PW416-23-51-603-00-01  
**Salary Range:** \$4,960 - \$8,370

IPR#: 31989

**Appointee:**

Name \_\_\_\_\_

Salary \_\_\_\_\_

Effective Date \_\_\_\_\_

Office Use Only

**Office/Central Bureau/District:**

Highways/District One/Schaumburg/Bureau of Maintenance

**Description Of Duties:**

This position is accountable for developing and directing the implementation of a wide variety of pavement and roadside maintenance programs as well as snow and ice removal efforts in an assigned geographic area which ensure the safe, efficient and rapid movement of vehicular traffic and the preservation of the highway investment on the urbanized primary route system of metropolitan Chicago.

**Special Qualifications:****Required Criteria**

- A valid Illinois driver's license.

**Desired Criteria**

- Ten years of managerial experience as well as experience in construction and roadway maintenance
- Strong oral and written communication skills.

**Remarks:**

Please limit application and/or resume to two pages.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	<i>February 10, 2006</i>	<b>POSITION:</b>	<i>South Area Maintenance Operations Manager</i>
<b>APPROVED BY:</b>	<i>James Stumpner</i>	<b>OFFICE/DIVISION:</b>	<i>Highways/District One/Schaumburg/Bureau of Maintenance</i>
<b>CODE:</b>	<i>PW416-23-51-603-00-01</i>	<b>REPORTS TO:</b>	<i>Bureau Chief of Maintenance</i>

***Position Purpose***

This position is accountable for developing and directing the implementation of a wide variety of pavement and roadside maintenance programs as well as snow and ice removal efforts in an assigned geographic area which insure the safe, efficient and rapid movement of vehicular traffic and the preservation of the highway investment on the urbanized primary route system of metropolitan Chicago.

***Dimensions***

Subordinate Personnel	Direct 9; Indirect: 180-235
Annual Payroll:	\$6.0 - \$9.9 Million
Physical Plant Building Value	\$6.0 - \$9.0 Million
Operating Equipment Value	\$5.5 - \$7.2 Million
Annual Operating Budget	\$7.5 - \$10.0 Million
Road and Bridge Physical Plant Value	\$8.0 - \$10.0 Billion

***Nature and Scope***

This position reports to the Bureau Chief of Maintenance, as does two other Maintenance Operations Managers, a Maintenance Operations Engineer, the Maintenance Bridge Engineer, the Maintenance Contracts Engineer, the Maintenance Support Manager and one secretary. Reporting to this position are six Team Section Technicians, one Technician in Training and one Office Associate.

The position plans, implements and controls the required maintenance activities in Will and Southern Cook Counties, part of the metropolitan Chicago area primary route system, the most traveled primary system in the State. The assigned area is comprised of approximately 5,008.10 lane miles on which over 14 million vehicle miles are traveled daily. Within the area there are approximately 125 local governmental units which interlock the State highway system with a complex network of City and County streets and highways. All of these factors complicate work scheduling and require provision for effective coordination during snow and ice control, emergency operations and in the performance of routine maintenance operations. Performance of these varied and complex activities are essential if potential massive traffic disruption, adverse new media coverage and public dissatisfaction are to be avoided and motorist safety is to be insured. This area also contains some of the most extensive wetlands and poor sub-soil conditions which are overtaxed by intensive land development; closed drainage systems which demand a high degree of technical competence in maintenance and repair of storm sewers, inlets and curb and gutter; urbanized areas with unusually severe, complex and recurring highway and bridge problems; and a rapidly deteriorating primary system due to decreasing highway construction improvement budgets.

The incumbent must possess expert knowledge of maintenance and construction procedures, materials and techniques so as to provide specific technical advice and training in complex problem solving situations, and for recommending or revising internal maintenance policies and procedures. High traffic volumes create unusual demands for pavement, shoulder and right-of-way repair and maintenance. Typical problems encountered by the incumbent are: coordinating the use of personnel, equipment and other resources among team sections so as to respond to emergency situations, yet maintaining satisfactory completion of regular work programs; continually evaluating work accomplishments through the use of the Maintenance Management Information System (MMIS) and taking action to correct unusual or recurring deficiencies; and maintaining a positive image of the Department with the public, elected officials, other agencies and the news media. The incumbent must implement policies within strict constraints of budget, pressure groups, unions and media scrutiny. Immediate decisions must be made continually, which have far-reaching affects, while balancing possible negative ramifications. The greatest challenge to this position is to accomplish work program objectives through the efficient use of available resources in a timely manner while in an environment which is politically charged and news media saturated.

The incumbent personally reviews and approves annual work programs developed by the Team Section Technicians for each team section within the area. Utilizing MMIS, the incumbent directs the assignment of personnel, equipment and funds in order to maintain satisfactory production levels and optimize their usage; continually evaluates work accomplishments and takes corrective action where unusual and recurring deficiencies occur; determines and implements most effective snow and ice control operation as determined by demands of individual storms; and develops solutions for unusual or area-wide maintenance problems. The incumbent recommends scope of work on proposed improvement projects, reviews contract plans in conceptual and design stages, and recommends revisions to eliminate anticipated maintenance problems; recommends Day Labor and other improvement projects for the annual and multi-year program; directs construction supervision on designated work performed by contract; and oversees development of and performance by local agencies in the City Maintenance Agreements. The incumbent provides systematic training for area technical personnel including conducting training sessions on employee safety, maintenance work methods, policy interpretation, etc.; reviews the performance of all technical and negotiated rate personnel on an annual basis; recommends all personnel actions for technical and negotiated rate personnel; and represents management at grievance hearings.

The incumbent accomplishes accountabilities through the following staff:

Team Section Technicians - Six, who with a work force of 24 to 42 employees each, are accountable for performance of maintenance work programs and activities.

Technician in Training (Cadre) - One, who functions in training positions.

Office Associate - One, who performs necessary typing, filing and general secretarial duties.

The incumbent performs the duties within the constraints of union agreements, Department policies and District practices. The incumbent is given broad latitude in the assignment of available resources (personnel, money, commodities, and equipment) within assigned operations area; and is authorized to take emergency action to eliminate hazards on and/or along the roadway. The incumbent must personally authorize all expenditures over predetermined limits; approve the use of any contractors or rental equipment.

Frequent contact is maintained within the public, elected and appointed officials, unions, agencies and the news media in regard to coordinating and explaining maintenance activities. Internally the incumbent maintains frequent contact with the Bureaus of Programming, Design, Administration, Construction and Traffic and the Traffic Systems Center. The incumbent serves on various District safety committees and value engineering teams and may serve as a member of varied State-wide Maintenance Committees.

The effectiveness of this position is measured by the ability of the incumbent to develop and implement maintenance programs and emergency responses in a timely manner while maximizing available resource usage.

### ***Principal Accountabilities***

1. Develops and directs implementation of annual pavement and roadway work programs to ensure work is accomplished on schedule and within acceptable costs.
2. Develops and directs implementation of snow removal and emergency maintenance activities to ensure that State maintained roadways are safe and open to public travel.
3. Will serve, when scheduled, as the Storm Duty Manager responsible for issuing the required "Storm and operations Notifications" during the Snow and Ice Season.
4. Ensures effective expenditure of budgetary funds.
5. Ensures all activities are conducted in a safe manner and instructs and trains subordinates in Department safety objectives.
6. Ensures MMIS data is valid and timely.
7. Trains, recruits and motivates the work force.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.